

XXXXXX AGENCY

12 November 1947

MEMORANDUM FOR THE SECRETARY OF THE NAVY

Attention: Chief, Bureau of Supplies and Accounts

SUBJECT: Advance of Funds

In accordance with previous arrangements made with your Department for the furnishing of equipment and supplies to this Agency on a reimbursable basis and the understanding resulting from a recent discussion between representatives of the Navy Department and the Central Intelligence Agency, this office has made arrangements to set aside sufficient funds to provide for payment to the Navy Department for the cost of all supplies and equipment to be ordered through the end of the current fiscal year.

It is estimated that there will be required the sum of approximately One Hundred Thousand Dollars (\$100,000) to cover the costs involving orders submitted to the Department from current date through 30 June 1948, and if the appropriate office of your Department will prepare the necessary Standard Form No. 1080, Voucher for Transfer, a check will be forwarded for processing in accordance with existing regulations. In this connection, it will be appreciated if your Budget Officer will furnish the Budget and Finance Branch of this Agency monthly reports showing the current status of the fund and expenditures made, applicable to the advance of One Hundred Thousand Dollars (\$100,000) with itemizations identified by Purchase Order reference (Prefixed by "XC") and supported by such other information or supporting documents as may be practicable.

In accordance with information made available to officials of this Agency, it is understood that there is at present outstanding orders presented to your Department in the approximate aggregate total of Ninety Thousand Dollars (\$90,000). It will be appreciated if you will take steps to expedite the processing of these procurement transactions and if necessary, this Agency will immediately reimburse the Department for all or any part of the estimated total which may be required due to any temporary shortage of funds, subject of course to adjustment to an actual cost basis at the time delivery is consummated. In those instances where an advance is effected, it will be appreciated if the assistance of the Department's Budget Office may be made available in order that the Budget Officer of this Agency may be provided adequate statistical

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data for ultimate reconciliation and adjustment purposes.

Your assistance in servicing the Central Intelligence Agency with respect to this matter is greatly appreciated and the continued attention in maintaining the security of the activities of this Agency, by not identifying the items procured with the organization, is solicited.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

cc: Mr. E. C. Dudley (Sav)

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Concurred in:

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Chief, Budget & Finance Branch

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/dhl